

Renewal License Application Instructions

Click next after you answer each question. You can go back. All required information has to be entered to move to the next screen.

1. Select "Renew an existing short-term rental license".
2. Confirm you have the required documents. You cannot move forward until all the required information is confirmed. See the Required Documents link under the STR License Application Page for explanations of each document.

PLEASE NOTE THAT IF THERE ARE NO CHANGES TO THE STR PROPERTY SINCE YOUR PREVIOUS LICENSE (I.E. YOU HAVE THE SAME NUMBER AND SAME LOCATION OF BEDROOMS, SAME NUMBER AND LOCATION OF PARKING, SAME SCREENING, NO NEW OUTDOOR USE AREAS, SAME OWNERSHIP), YOU ONLY NEED TO SUBMIT THE REQUIRED DOCUMENTS.

IN ADDITION, IF THERE ARE CHANGES OR MODIFICATIONS TO THE INTERIOR OF THE PROPERTY THAT REQUIRES THE ISSUANCE OF A BUILDING PERMIT OR MODIFICATION TO AN INITIALLY ISSUED PERMIT, PLEASE CONTACT THE DEPARTMENT OF PLANNING AND ZONING FOR FURTHER GUIDANCE FOR SUBMITTING YOUR APPLICATION.

3. Enter your STR license number. If you cannot find or remember this number, contact the Department of Planning and Zoning. Alternatively, you can enter your tax parcel ID number of the property you are registering. This unique tax assessment ID number is a 10-digit number. The first two numbers have been filled in for you. If you don't know your Parcel ID number, you can look up your number on the Talbot County tax assessor website where you can search by Property Address (house number and street name). The street number is not required. Do not enter street name suffixes (Avenue, Street, Lane, etc). This search will identify the remaining eight digits of the Parcel ID number. Note the eight digits and enter them in the field. Click "next" and your property address should be displayed.

AN APPLICATION SUBMITTED AT LEAST 60 DAYS PRIOR TO YOUR LICENSE EXPIRATION WILL BE TREATED AS AND COMPLY WITH THE NEW APPLICATION REQUIREMENTS.

4. A verification email will be sent to the email address on file associated with your previous license.

IF THE EMAIL ASSOCIATED WITH YOUR LICENSE REGISTRATION HAS CHANGED, PLEASE CONTACT THE DEPARTMENT OF PLANNING AND ZONING. YOU CANNOT CONTINUE WITH THE APPLICATION PROCESS UNTIL YOU RESPOND TO THE VERIFICATION EMAIL.

5. The next few steps will ask you for property owner and property manager/resident agent (if applicable) information. Complete all the required information.
6. Indicate whether there is a secondary property owner. If so, enter their information.
7. Confirm or update the property owner or resident agent's name and contact information – the person who will be available 24/7 for any problems that may arise with the rental property. If you have designated a resident agent or employed a property management company with a primary contact, they typically, but not always, are the 24/7 contact.
8. Indicate if the STR property is your primary residence.

9. Indicate if you are seeking an STR license for the primary dwelling or an accessory dwelling. You can designate one or the other, but not both.

IF THE STR DWELLING CHANGES FROM THE PRIMARY TO THE ACCESSORY, OR THE ACCESSORY TO THE PRIMARY, A NEW APPLICATION IS REQUIRED.

10. Provide the estimated date of construction of the primary or accessory dwelling.
11. Indicate whether the STR property is within a homeowner's association, property owner's association and/or is it governed by any type of covenants, conditions and restrictions specifically prohibiting the rental of properties or short-term rentals.
12. Indicate the number of bedrooms you will use for the STR rental license. Please be advised that an STR property can use no more than six bedrooms in the primary or accessory dwelling.

IF THE NUMBER OF BEDROOMS IS PROPOSED TO INCREASE FROM YOUR PREVIOUS LICENSE, A NEW LICENSE APPLICATION IS REQUIRED.

13. Provide the number of on-site parking spaces provided. The number of required parking spaces is 1 vehicle per two guests. The designation of on-street parking to meet the number of required parking spaces is prohibited.
14. Indicate the maximum occupancy of your STR dwelling. The maximum occupancy is limited to 2 people per bedroom (excluding infants 14 months of age and under) or no more than 12 people, whichever is less.

IF THE MAXIMUM OCCUPANCY OF YOUR STR DWELLING IS PROPOSED TO INCREASE, A NEW LICENSE APPLICATION IS REQUIRED.

15. Unless the location of one or more of the bedrooms you intend to use for the Short-Term Rental has changed from your previous license, a building safety inspection is not required and you will not need to use an ICC-Certified Inspector. If the location of one or more of the bedrooms has changed, you will need to complete and upload the STR Zoning and Safety Inspection Application. In this case, if you are using a 3rd party ICC Certified Inspector, the County fee of \$40.00 to conduct the safety inspection is not required.
16. Upload all your required documents. Documents in PDF, PNG, JPG, JPEG, GIF, and TIFF format are accepted. You can also upload photos.
17. The next screen will calculate how much you owe in fees. You can pay through your bank account or by credit or debit card.
18. Confirm the acknowledgements.
19. Carefully review the information displayed on the next screen. You have the ability to edit any information that is incorrect.
20. Type in your legal name and provide your electronic signature.
21. Proceed with your payment.

NEXT STEPS

Once your hearing date is scheduled with the Department, a **Notice of Application Letter** must be sent by priority mail with delivery confirmation or other shipping carrier with adult signature required, to the addresses included on your property owner notification list. You can obtain the mailing addresses provided on the annual Talbot County tax bill. The letter can also be sent by any other written means, such as e-mail or regular mail, provided receipt is confirmed in writing.

The notices must be sent out at least 21 days prior to the Short-Term Rental Review Board meeting.

After the letters are sent, you must send to the Department a signed and dated **Certificate of Service** with the Talbot County Department of Planning and Zoning promptly after sending out the required notices. The certificate is signed by the applicant to certify that the required notices were sent out to the list of neighboring properties included with your on-line application.

Include with your Certificate of Service a copy of the notice that was sent out, a list of all recipients, and delivery confirmation receipts.

Planning and Zoning will forward all necessary documentation to the Health Department; a separate submittal is not necessary.

The Maryland Environmental Health Department requires an on-site to ensure the terminal of the water supply well and well tag are in compliance with requirements of applicable Code of Maryland Regulations (COMAR). In addition, the site inspection will determine if the on-site sewage disposal system is operational with no visible signs of septic failure. Provide a fee payable to: Talbot County Environmental Department, 215 Bay Street, Suite 4, Easton, MD 21601 in the amount of \$75.00. No Health Department fee is assessed to applicants with STR's on public sewer.

In the event that the property is served by sewer, the applicant shall submit to the Department of Planning and Zoning a letter of authorization from the County Engineer indicating the adequacy of the sewer to serve the STR.

Renewal applications are processed administratively without a hearing by the Short-Term Rental Review Board unless the Planning Director or Code Compliance Officer determines that substantial reasons exist to refer the application to the Short-Term Rental Review Board. The Planning Director may impose conditions on the license renewal if necessary.

All renewal licenses shall expire two years from the date of issuance if the Planning Director determines that the rental activity was in compliance with the Code and any conditions of approval imposed on the short-term rental permit during the term of the prior license.